

**Tavistock Town Council**  
**Budget Monitoring Report 28th February 2021**

Year to 28th February 2021 = 91.67% of year

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Exp	Funds Available	% Spent	
<b>Total Expenditure</b>	£1,517,960	£ 973,587	£1,731,029	£ 757,442	£ 19,215	£738,227	57.4%	
<b>Total Income</b>	£1,766,500	£2,091,033	£1,839,426	(251,607)	£ -	£ -	113.7%	see 1010 below
<b>Net Expenditure over Income</b>	£ 248,540	£1,117,446	£ 108,397	£1,009,049				

Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Exp	Funds Available	% Spent	Notes
3001 COST OF SALES-DRINK	12472	(320)	16000	16320	0	16320	(2.0%)	Facilities Closed
3002 COST OF SALES-FOOD	19	0	0	0	0	0	0.0%	Facilities Closed
3011 BAR SUPPLIES	803	658	700	42	0	42	93.9%	Facilities Closed
3020 Purchase Promotional Material	1980	0	0	0	150	(150)	0.0%	
<b>Total Direct</b>	<b>15274</b>	<b>337</b>	<b>16700</b>	<b>16363</b>	<b>150</b>	<b>16213</b>	<b>2.9%</b>	
Expenditure Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Exp	Funds Available	% Spent	Notes
4001 SALARIES	734704	552170	789396	237226	0	237226	69.9%	Revised budget £607,729 target
4003 Pension Added Years	1094	0	900	900	0	900	0.0%	
4004 WAGES	10651	809	6000	5191	0	5191	13.5%	Facilities Closed
4005 Temporary/Agency Staff	10034	3200	0	(3,200)	0	(3,200)	0.0%	
4006 PPE Workwear/Uniforms	3422	1603	3000	1397	82	1315	56.2%	
4007 CONFERENCES/MEETINGS	3308	82	4500	4418	0	4418	1.8%	Revised budget £1,000
4008 COURSES/TRAINING	11947	1377	12950	11573	436	11137	14.0%	Revised budget £3,000
4009 TRAVEL	1008	50	2250	2200	0	2200	2.2%	Revised budget £750
4010 MISC STAFF COSTS	1280	2660	200	(2,460)	0	(2,460)	1330.0%	
4011 RATES	137563	122633	118080	(4,553)	0	(4,553)	103.9%	Billed Annually
4012 WATER RATES	7727	7563	7820	257	0	257	96.7%	Billed periodically
4014 ELECTRICITY	32112	11553	41500	29947	0	29947	27.8%	Revised budget £28,830. Bills in query
4015 GAS	18507	8038	28820	20782	0	20782	27.9%	Revised budget £17,000
4016 CLEANING AND RUBBISH	41926	27468	56700	29232	187	29046	48.8%	Revised budget £45,360
4017 License - PC Software	3567	3231	3350	119	0	119	96.4%	
4020 MISC EXPENSES	20919	5536	22000	16464	0	16464	25.2%	
4021 Tel. Calls/Service & Broadband	10900	9652	12000	2348	295	2053	82.9%	
4022 POSTAGE	3192	1566	3100	1534	0	1534	50.5%	
4023 STATIONERY/PRINTING	3931	1178	4700	3522	886	2636	43.9%	
4024 SUBSCRIPTIONS	3218	3863	3655	(208)	369	(577)	115.8%	Paid Annually (various dates)
4025 INSURANCE	24705	27002	29500	2498	0	2498	91.5%	Most paid annually- contract re-let
4027 Photocopier hire and usage	4991	5477	7000	1523	0	1523	78.2%	Periodic payments
4028 REGALIA	0	376	500	124	0	124	75.3%	
4029 TOWN ADVERTISING	2465	20	4000	3980	5	3975	0.6%	Coach Driver incentive refers
4030 RECRUITMENT ADVTG	3213	1436	1500	64	0	64	95.7%	
4031 OTHER ADVERTISING	17536	4459	24751	20292	3886	16406	33.7%	Revised budget £15,000
4032 WEBSITE DESIGN/M'TCE	190	305	600	295	25	270	55.0%	
4033 CIVIC BALL EXPENDTRE	441	0	3500	3500	0	3500	0.0%	Event uncertain
4034 PUBLIC RELATIONS	0	0	2500	2500	0	2500	0.0%	
4036 PROPERTY MAINTENANCE	87733	9823	68750	58927	5740	53187	22.6%	Fully committed
4037 GROUNDS MAINTENANCE	15650	12234	29999	17765	768	16998	43.3%	Expect full commitment

Expenditure Detail		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Exp	Funds Available	% Spent	Notes
4038	CONTRACT MAINTENANCE	19925	20367	34050	13683	2678	11005	67.7%	Contracts & Servicing
4041	EQUIPMENT HIRE	1344	969	1800	831	0	831	53.9%	
4042	EQUIPMENT MAINT'CE	16368	4903	21100	16197	780	15417	26.9%	
4043	VEHICLE RUNNING COST	17940	9794	16750	6956	1351	5605	66.5%	
4044	PERFORMING RIGHTS	4642	2533	3050	517	0	517	83.0%	Annual
4045	IT MAINTENANCE/SUPPORT	14108	12032	14050	2018	0	2018	85.6%	
4046	EQUIPMENT PURCHASE	13196	6310	15000	8690	733	7957	47.0%	
4047	GEN\WKS MGRS BUDGET	577	700	4000	3300	3	3297	17.6%	
4048	PARK & RIDE EXPEND	12031	0	11500	11500	0	11500	0.0%	Event cancelled, see also income
4050	POOP SCOOP/DOG WARDEN	2601	4491	2800	(1,691)	0	(1,691)	160.4%	WDBC price increase
4051	BANK CHARGES	4436	2725	4000	1275	0	1275	68.1%	
4053	LOAN INTEREST	15680	12163	25855	13692	0	13692	47.0%	
4054	LOAN CAPITAL REPAID	31853	26208	41488	15280	0	15280	63.2%	
4055	Professional Fees (other)	3785	0	2500	2500	150	2350	6.0%	Coding Error
4056	LEGAL EXPENSES	25855	18932	27500	8568	0	8568	68.8%	
4057	AUDIT FEES	3837	416	4780	4364	0	4364	8.7%	Accounting adjustment
4058	Professional Fees - Properties	14132	8463	12000	3537	0	3537	70.5%	
4059	ACCOUNTANCY FEES	6454	2585	5000	2415	0	2415	51.7%	Accounting adjustment
4062	MAYORS ALLCE	2000	0	2000	2000	0	2000	0.0%	Half year foregone
4063	Civic/Ceremonial Expenses	4038	50	5000	4950	0	4950	1.0%	Revised budget £1,500
4064	TWINNING EXPENSES	242	0	250	250	0	250	0.0%	
4065	ELECTIONS	6402	0	1500	1500	0	1500	0.0%	
4067	COMMUNITY GRANTS	11950	11067	11067	0	0	0	100.0%	Awards 2019/20
4073	PATHS MAINTENANCE	159	0	2500	2500	0	2500	0.0%	
4076	TOWN SIGNS	0	0	600	600	0	600	0.0%	
4078	Localism	0	0	20000	20000	0	20000	0.0%	Revised budget £5,000
4083	CHE SOCIAL FUND	13050	(6,565)	13933	20498	0	20498	(47.1%)	£5,600 committed
4089	H R & H & S SUPPORT	1086	2450	2500	50	7	43	98.3%	JE'vlns, Occ Health, COVID
4091	TOWN HALL ENTERTAINERS	0	0	600	600	0	600	0.0%	
4092	TOILET CLEANING CONT (WDBC)	7067	0	1000	1000	0	1000	0.0%	
4093	TH MANAGER'S BUDGET	749	0	1500	1500	0	1500	0.0%	
4094	MARKET REEVE BUDGET	1100	579	1500	921	400	521	65.3%	
4095	MUSEUM GRANT	0	0	11300	11300	0	11300	0.0%	In kind
4096	CLLR'S ALLOWANCE	11747	6429	12000	5571	0	5571	53.6%	Some foregone
4097	CLlr IT Allowance	733	0	1000	1000	0	1000	0.0%	
4098	THT GRANT (STAFF)	0	0	7300	7300	0	7300	0.0%	Under review
4099	THT GRANT	0	0	35000	35000	0	35000	0.0%	Wef date of opening tbc
4102	ANCIENT MONUMENTS	35	0	1000	1000	0	1000	0.0%	
4108	CHRISTMAS LIGHTS	2169	(498)	6000	6498	264	6234	(3.9%)	
4112	TOWN CLERK'S BUDGET	1399	265	1500	1235	20	1215	19.0%	
4114	ASST TC BUDGET	607	264	1500	1236	0	1236	17.6%	
4117	TOWN CLOCK	1395	0	1500	1500	0	1500	0.0%	
4119	MDO MGRS BUDGET	519	0	0	0	0	0	0.0%	
4120	EX WDBC PUBLIC TOILETS	0	0	30000	30000	0	30000	0.0%	WEF date of transfer tbc
4134	MAYORS F'RAISING DON'N	2180	218	0	(218)	0	(218)	0.0%	
4135	TOWN CRIER EXPENSES	35	35	35	0	0	0	100.0%	
4136	TOWN HALL EVENTS COSTS	7325	0	1500	1500	0	1500	0.0%	
	<b>Total Overhead</b>	<b>1502686</b>	<b>973250</b>	<b>1714329</b>	<b>741079</b>	<b>19065</b>	<b>722015</b>	<b>57.9%</b>	

Income Detail	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent	Notes	
1000	INTERMENTS	24332	26295	30000	3705		87.6%		
1008	Insurance Claims Received	0	2687	0	(2,687)		0.0%		
1010	RENT RECEIVED - INVOICE	433236	427831	466961	39130		91.6%	Inv fig. Act. Rc'd @ 28/02/21 iro £405k	
1011	INSURANCE RECHARGED	2100	2150	2150	0		100.0%		
1020	LETTING INCOME - INVOICE	71153	27594	48000	20406		57.5%	T Hall closed. BH & BS some trading	
1021	EQUIPMENT HIRE INC	2046	300	2050	1750		14.6%		
1022	FORFEITED DEPOSITS	125	162	0	(162)		0.0%		
1023	TH KITCHEN LETTING INCOME	4731	0	4000	4000		0.0%		
1033	CIVIC BALL INCOME	4280	(4,256)	2500	6756		(170.2%)	2020 event cancelled £4,256 refunded	
1034	MAYOR'S FUNDRAISING	2180	0	0	0		0.0%		
1040	MARKET TOLLS	362434	90109	390600	300491		23.1%	Facilities closed Apr - June, Nov - Feb	
1041	ELECTRICITY RECOVERY	590	207	600	393		34.5%		
1043	MARKET STORAGE	4218	3553	5000	1448		71.0%	Facilities closed Apr - June, Nov - Feb	
1044	MARKET LOCK-UPS - INVOICE	33360	5806	33500	27694		17.3%	Facilities closed Apr - June, Nov - Feb	
1045	MARKET CARRIER BAGS	761	328	500	173		65.5%	Facilities closed Apr - June, Nov - Feb	
1046	WATER RATES RECOVERY	20	2516	0	(2,516)		0.0%		
1050	CAR PARK FEES	27826	3845	24800	20955		15.5%	Car park closed	
1060	GOOSE FAIR INCOME	43322	0	41500	41500		0.0%	2020 event cancelled	
1061	PARK & RIDE INCOME	5081	0	6500	6500		0.0%	2020 event cancelled	
1068	Legal Fees Recovered	1900	2770	0	(2,770)		0.0%		
1071	STAFF COSTS RECOVERED	3001	965	250	(715)		385.9%	Ambassador scheme + services let	
1072	Grant Funding -WHS G'hll Proj	10614	297417	0	(297,417)		0.0%		
1074	Government Grants	0	56653	0	(56,653)		0.0%	Furlough+Town reopen+disc'y grant	
1075	PRECEPT SUPPORT GRANT	26670	0	0	0		0.0%	Withdrawn by WDBC	
1076	PRECEPT	629910	728255	728255	0		100.0%	Received in two instalments	
1077	GRANTS RECEIVED	0	7500	0	(7,500)		0.0%	Guildhall project refers	
1079	LOAN PROCEEDS	0	400000	0	(400,000)		0.0%	Guildhall project refers	
1080	MISC INCOME	12080	9186	3760	(5,426)		244.3%		
1081	Garden Festival Income	3068	(1,970)	3000	4970		(65.7%)	2020 event cancelled £1,970 refunded	
1082	DEPOT SEAT INCOME	500	0	1500	1500		0.0%		
1087	Grounds Mtc Contract - WDBC	9000	0	0	0		0.0%		
1088	Play Park Inspections	500	0	0	0		0.0%		
1089	Partnership Funding	7417	0	0	0		0.0%		
1090	INTEREST RECEIVED	7782	1840	3000	1160		61.3%		
1099	UNBUDGETED INCOME	5	0	0	0		0.0%		
1100	BAR SALES	31462	(708)	40000	40708		(1.8%)	Facilities closed	
1120	FOOD SALES	97	0	0	0		0.0%	Facilities closed	
1130	Bar Extension & Licences	700	0	1000	1000		0.0%	Facilities closed	
	<b>Total Income</b>	<b>1766500</b>	<b>2091033</b>	<b>1839426</b>	<b>(251,607)</b>	<b>0</b>	<b>0</b>	<b>113.7%</b>	